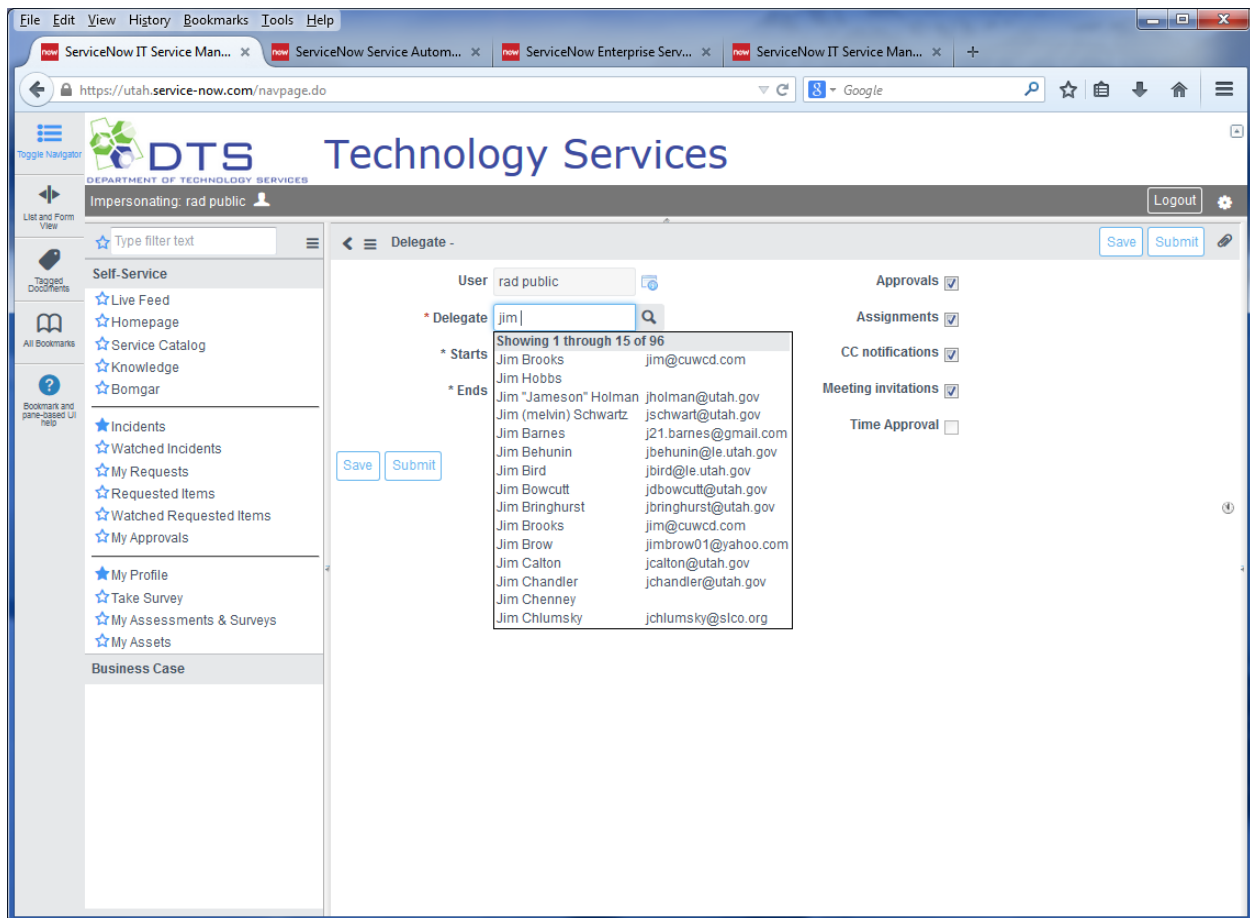


Navigate to **Self-Service** and select **My Profile**



Select the Delegate

Select Start – End Dates

Select the Types of Approvals the Delegate will have

Select Save or Submit

File Edit View History Bookmarks Tools Help

ServiceNow IT Service Man... x ServiceNow Service Autom... x ServiceNow Enterprise Serv... x ServiceNow IT Service Man... x +

https://utah.service-now.com/navpage.do

Google

Toggle Navigator

DEPARTMENT OF TECHNOLOGY SERVICES

Impersonating: rad public

Logout

Type filter text

Self-Service

- Live Feed
- Homepage
- Service Catalog
- Knowledge
- Bomgar
- Incidents
- Watched Incidents
- My Requests
- Requested Items
- Watched Requested Items
- My Approvals
- My Profile
- Take Survey
- My Assessments & Surveys
- My Assets

Business Case

User - rad public

First name: rad

Last name: public

Company: Dept of Environmental

Department: UMD Unassigned

Street:

City:

Business phone:

Mobile phone:

Title:

Email: radpublic@utah.gov

Notification: Enable

Date format: System (yyyy-MM-dd)

Time zone: System (US/Mountain)

Related Links

Notification Preferences

Delegates New Go to Delegate

User = rad public

Starts	Ends	Delegate	Approvals	Assignments	CC notifications	Meeting invitations
2014-09-30 08:01:36	2020-01-01 16:59:59	Jim Bowcutt	true	true	true	true

Actions on selected rows...

You can delete, modify, or add other Delegates as necessary